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<b>REPORTS INVENTORY</b>					CONTROL NO. DDS/OF-041	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (If a fill-in report include Form No.)  Bonding Report					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED  2		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Semi-Annual		6. DISTRIBUTION (No. of components not number of copies)  1		
7. FORMAT (memorandum, form computer print-out, etc)  Form		8. ADP PROCESSING YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT  D/Finance		
10. PREPARING COMPONENT (include lowest level contributing information to report)  Covert Activities Branch and Chief/ C&L Div.				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
<b>12. COST FACTORS</b>						
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-11	\$ 6.49		1		\$ 6.49	2 \$12.98
GS-08	4.74		1		4.74	2 9.48
GS-07	4.41		2		8.82	2 17.64
						\$40.10
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>						
<b>TOTAL COSTS PER YEAR</b>						<b>\$ 40.10</b>
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  August 1965 - Director of Finance and Office of Finance Support Staff. Report any changes, additions, or deductions to be made in the Agency Position Schedule Bond.						
<b>14. FUTURE GOALS</b>						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS    DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION

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